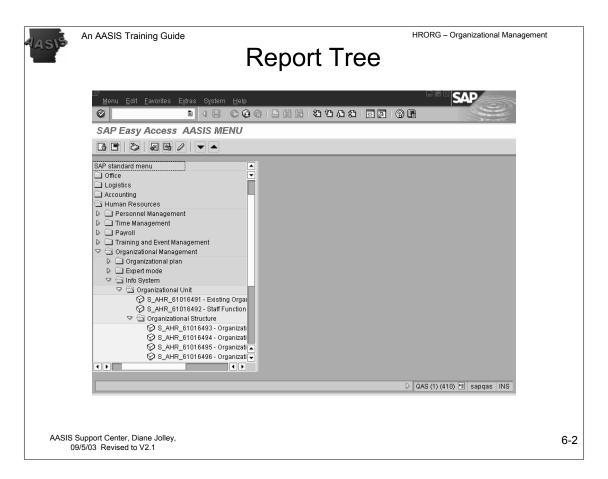


An AASIS Training Guide

HRORG Organizational Management

Chapter 6 – Reports

AASIS Support Center, Diane Jolley, 09/5/03 Revised to V2.1



Report Tree

The report tree organizes the reports available in the Organizational Management infosystem in a structured format.

There can be different report trees for different areas, like logistics and the nodes of each report tree can offer different reports.

The reporting functionality allows you to perform the following activities:

Start reports online and in the background

Save report output as lists or send item via email

Select a report variant

Demonstration

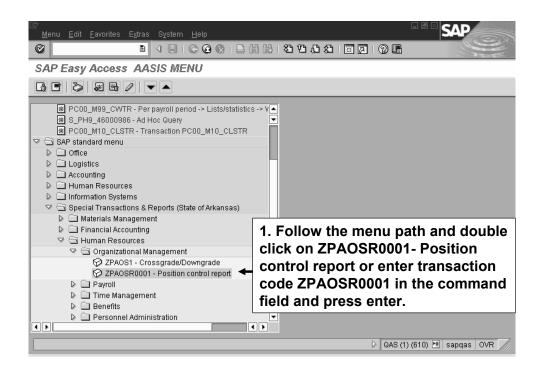
Special Transactions & Reports (State of Arkansas) > Human Resources > Organizational Management > ZPAOSR0001 – Position control report



AASIS Support Center, Diane Jolley, 06/24/03 Revised to V2

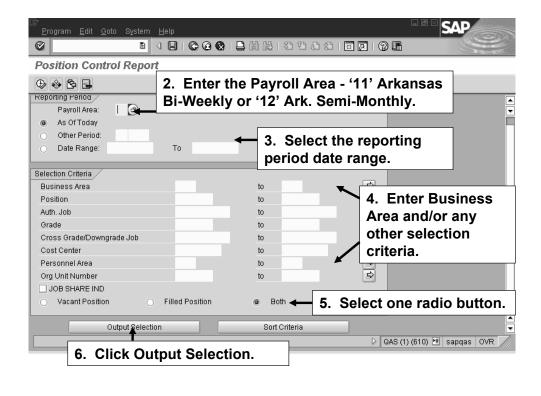
- This report can be used to provide information about positions such as cost center, employee name, personnel number, grade, clip, etc. Also, agencies can run this report to identify vacant positions, filled positions, or both.
- To run this report, you will need one of the following roles:
 - 1. Agency/CLJ/State Org. & Comp. Specialist; or
 - 2. Agency/CLJ Org. & Comp. Management; or
 - 3. State Org. & Comp. Administration





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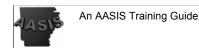
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The following is a description of the options available under the Reporting Period section:

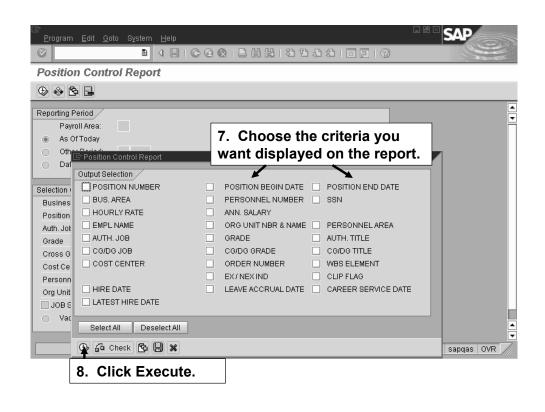
- •As of today This option will provide current position data for that day.
- •Other Period This option will provide position data for a specific OPM payroll period.
- •Date Range This option will provide position data according to the specific date range entered.

The radio button for 'JOB SHARE IND' (job share indicator) will extract only job share positions.



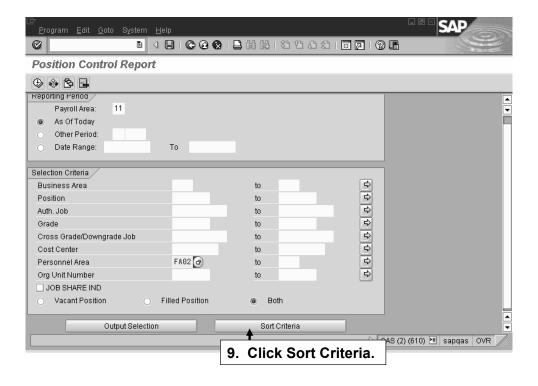
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To see current cost distribution information, select the appropriate options cost center and order number or cost center and wbs element. You must select 'As Of Today' as the Reporting Period.

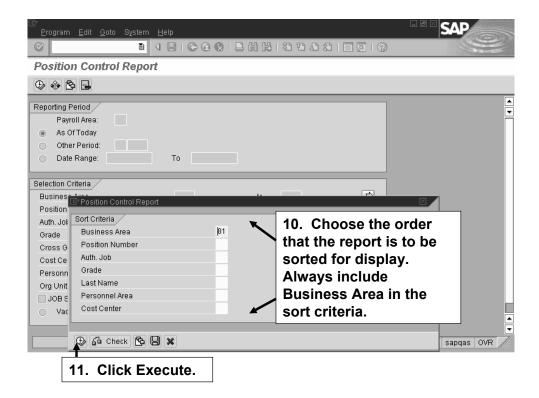




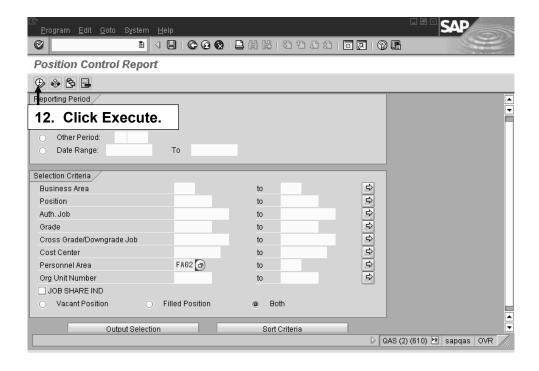
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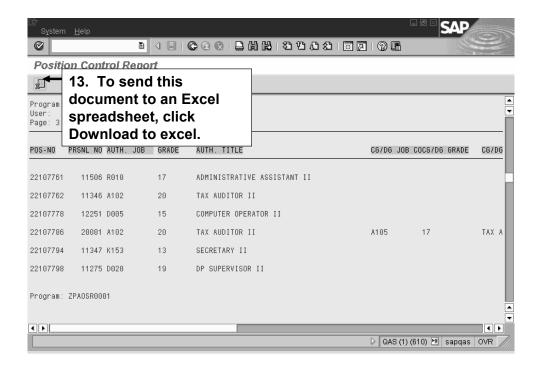




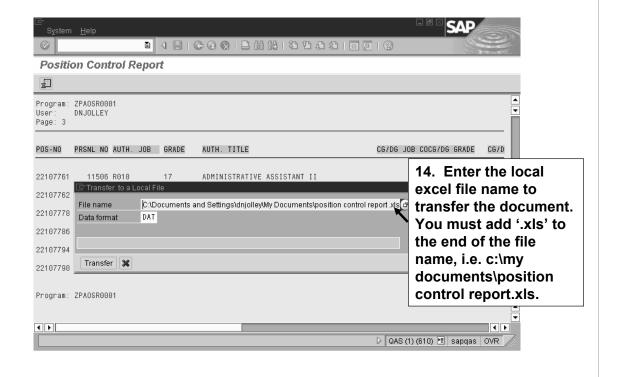




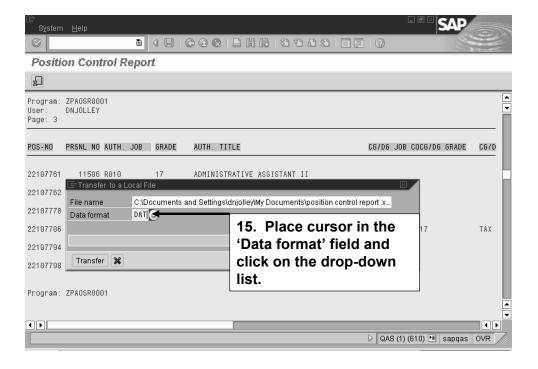




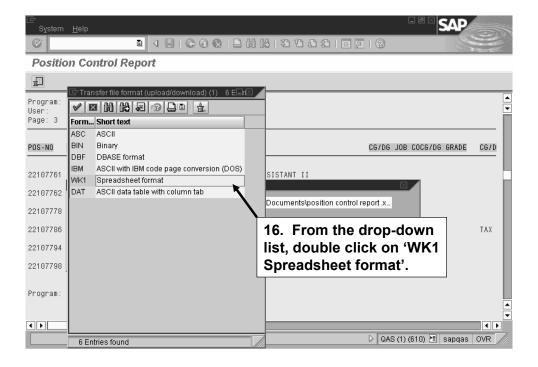




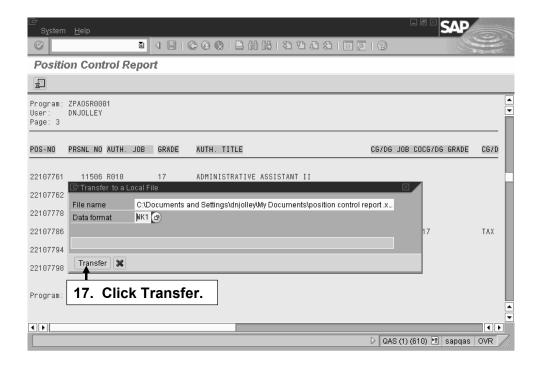




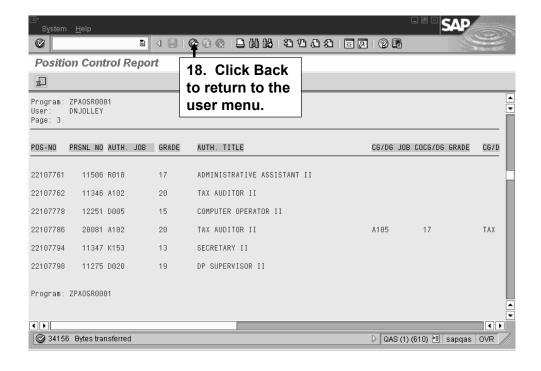




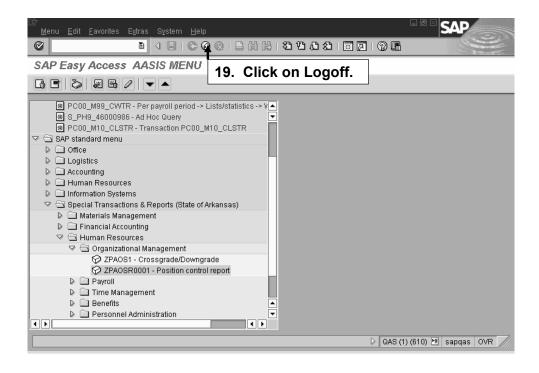


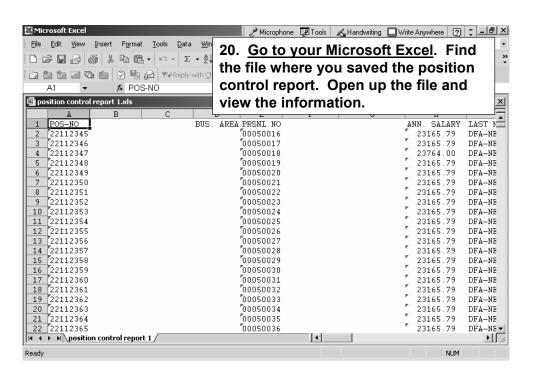






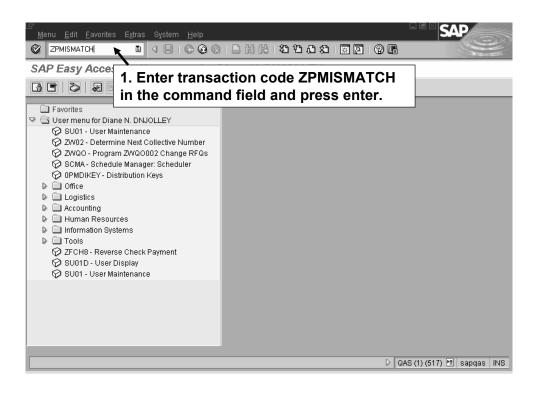




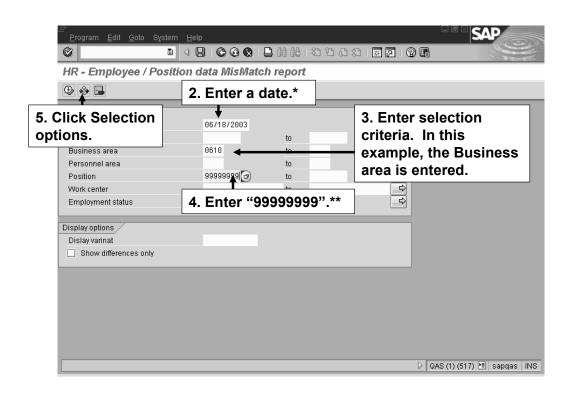


- This report will allow agencies to identify mismatches between the employee's master data and the position master data. The master data mismatches identified on this report include personnel area, personnel subarea, cost center, business area, pay grade type, pay grade area, pay grade and class.
- To run this report, you will need one of the following roles:
 - 1. Agency/CLJ/State Org. & Comp. Specialist; or
 - 2. Agency/CLJ Org. & Comp. Management; or
 - 3. State Org. & Comp. Administration
 - 4. State Org. & Comp. Specialist







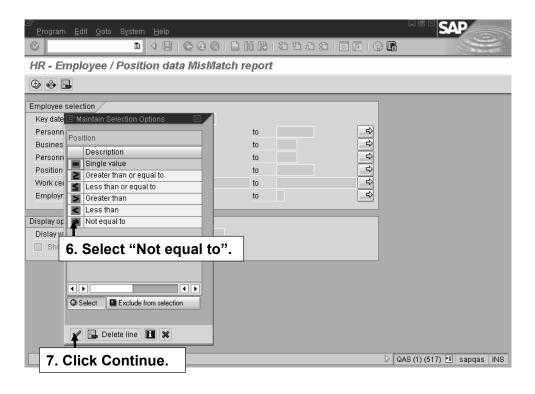


6-20

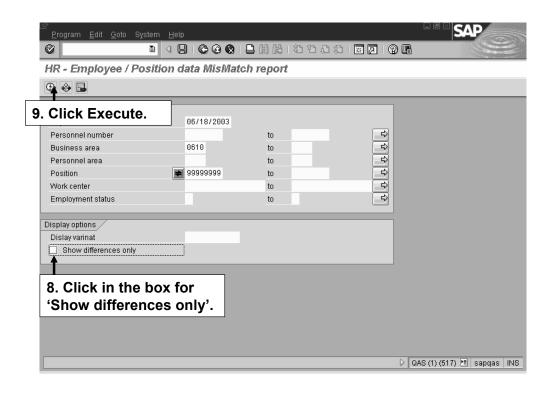
*The current date will default in. This report will read data from the date entered in the 'Key date' field forward. In otherwords, if any future dates were entered for an update to the personnel area, personnel subarea, cost center, business area, pay grade type, pay grade area, pay grade and/or class; the future updates will also appear on the report.

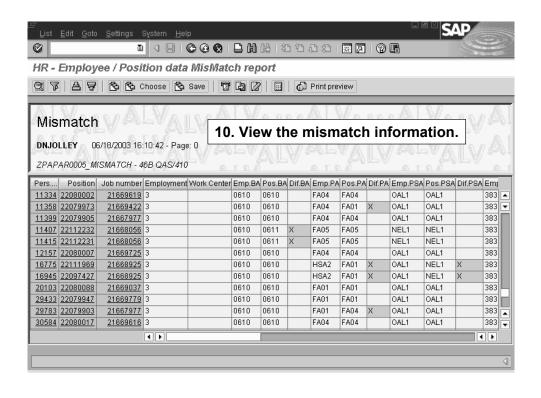
**When a Personnel Administration Action for Termination, Retirement, Transfer, Promotion, or Demotion are processed on an employee. The position the employee is leaving defaults to "99999999". This default returns the position to a vacant status, which allows the agency to hire into the vacant position. For the purpose of this report, it is not necessary to view information on the "99999999" positions since these positions are vacant.





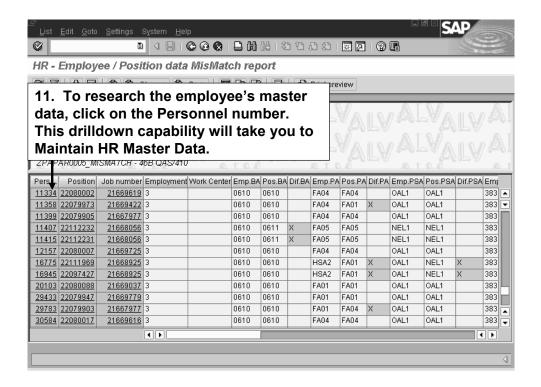






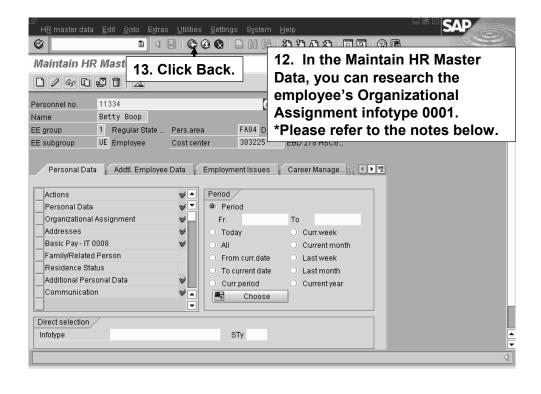
6-23

This report will only reflect positions that have a mismatch for personnel area, personnel subarea, cost center, business area, pay grade type, pay grade area, pay grade, and/or class. In otherwords, not all of the agencies positions will be reflected unless all the positions have a mismatch.



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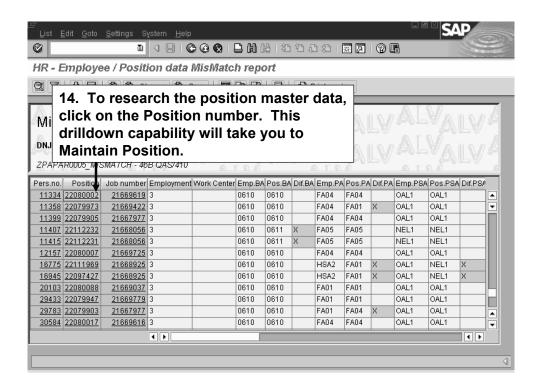
➤ To make changes to the employee's personnel area, the Agency Personnel Management personnel can process a Change in Position Attributes Action (PA40). This Personnel Administration action will only change the personnel area on the employee's Organizational Assignment infotype.

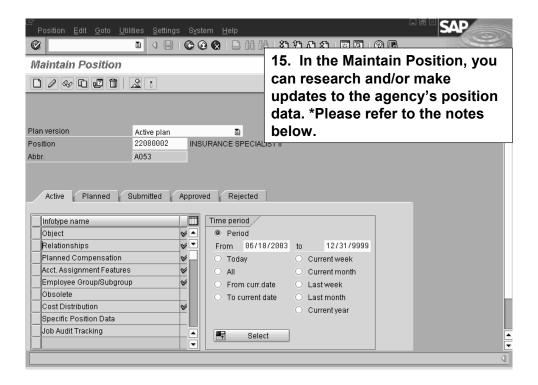
OPM/Class & Comp. runs the mismatch report every other Thursday before the payroll run date and corrects the position's personnel area to match the employee's personnel area, as reflected on the report, that same day.

➤ To make changes to the personnel subarea, the agency **must** contact OPM/Class & Comp. and request that the personnel subarea be changed on the position. If OPM/Class & Comp. approves the change, they will make the change on the position.

The Agency Personnel Management personnel <u>will need</u> to be notified of the position personnel subarea change, so they can process a Change in Position Attributes (PA40) Personnel Administration Action. This action will change the personnel subarea on the employee. IMPORTANT! It is important to remember that the personnel subarea change on the position <u>must</u> be processed before the Personnel Administration action. Also, it is important to understand that until the Personnel Administration Action is processed on the employee, the personnel subarea will not change on the employee.







6-27

Mismatch report difference columns:

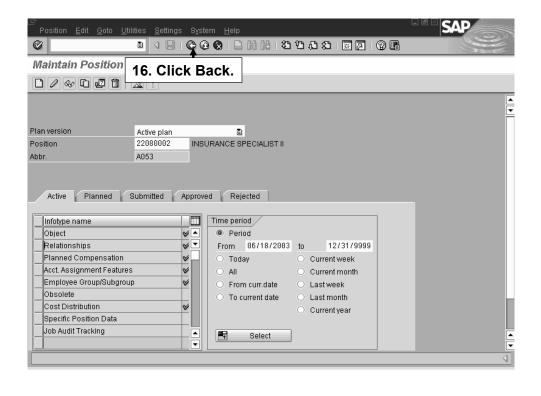
The **class (job code)** data is located in the Relationships infotype. If the mismatch is for the job code on the employee, verify with the Agency Personnel Management personnel to ensure that the appropriate personnel action has been processed on the employee. If the mismatch is for the job code on the position, verify that a crossgrade has been processed. The crossgrade on the position **must** be processed before the personnel action.

If a crossgrade is not involved, the agency <u>must</u> contact OPM/Class & Comp. to request the job code be updated.

➤ The pay grade type, pay grade area, and pay grade data are located in the Planned Compensation infotype. If the mismatch is for the pay grade type, pay grade area, and/or pay grade data on the employee, verify with the Agency Personnel Management personnel to ensure that the appropriate personnel action has been processed on the employee. If the mismatch is for the pay grade type, pay grade area, and/or pay grade data on the position, verify that a crossgrade has been processed. The crossgrade on the position must be processed before the personnel action.

If a crossgrade is not involved, the agency <u>must</u> contact OPM/Class & Comp. to request the pay grade type, pay grade area and/or pay grade data be updated.



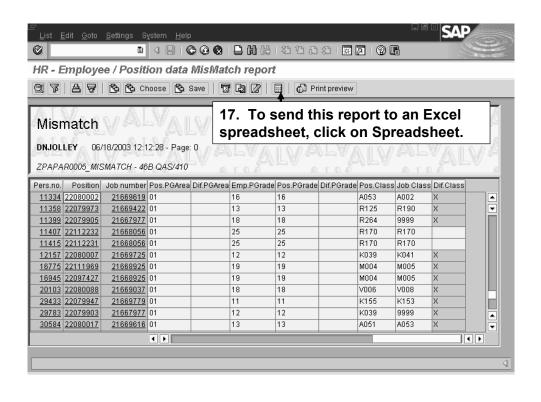


6-28

Mismatch report difference columns, continued:

- ➤ The **personnel area** is located in the Acct. Assignment Features infotype. If the mismatch is for the personnel area on the employee, verify with the Agency Personnel Management personnel to ensure that the appropriate personnel action has been processed on the employee. If the mismatch is for the personnel area on the position, the agency <u>must</u> contact OPM/Class & Comp. to request the personnel area be updated.
- ➤ The **personnel subarea** is located in the Acct. Assignment Features infotype. If the mismatch is for the personnel subarea on the employee, verify with the Agency Personnel Management personnel to ensure that the appropriate personnel action has been processed on the employee. If the mismatch is for the personnel subarea on the position, the agency <u>must</u> contact OPM/Class & Comp. to request the personnel subarea be updated. The personnel subarea update on the position <u>must</u> be processed before the personnel action.
- ➤ The **business area** is located in the Acct. Assignment Features infotype. If the mismatch is for the business area on the employee, verify with the Agency Personnel Management personnel to ensure that the appropriate personnel action has been processed on the employee. If the mismatich is on the position, the agency must contact OPM/Class & Comp. to request the business area be updated. The business area on the position **must** be processed before the personnel action.

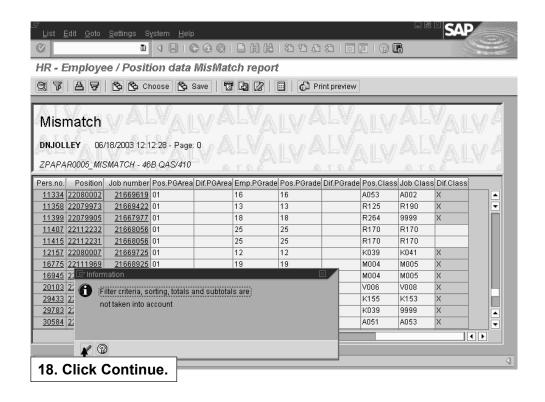
Please refer to chapter 3 for more information about maintaining a position.



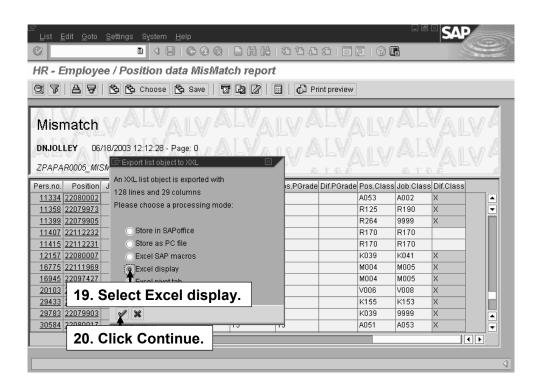
6-29

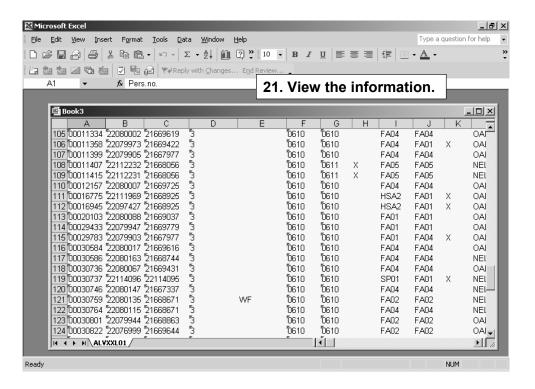
If you do not want to send this report to an Excel spreadsheet, exit or go back to the main menu.

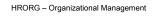














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Questions and Answers



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